

CITY OF RIVERSIDE

4330

12/19/05

HUMAN RESOURCES DEPARTMENT

Revised

CLASSIFICATION SPECIFICATION**TITLE: UTILITIES WATER SYSTEMS OPERATIONS MANAGER****DEFINITION**

Under general direction, to plan, direct, supervise, and review the activities of the Water Production and Operations Section; to provide professional and technical staff assistance; and to do related work as required.

EXAMPLES OF DUTIES

- Recommend, develop and implement goals, objectives, policies and priorities.
- Supervise, coordinate, and review all water system operation activities including Domestic Water and Irrigation system. Determine scope of projects; review plans and specifications for major projects; make operational decisions on water production, basin management, and coordinate through subordinate supervisors the construction, maintenance and repair of operational facilities; and establish technical criteria and standards.
- Assist subordinates in the solution of difficult engineering, construction, operating, and maintenance problems.
- Assist Division head in explaining and interpreting division policies, problems and proposals to city officials, other agencies and the general public.
- Administer ground water basin management, water rights, assessments, and taxes.
- Establish and review system operation criteria.
- Assist in the selection and supervision of professional consultants.
- Coordinate Water Production and Operation Section activities with other city divisions, and sections and with outside agencies.
- Prepare a variety of reports, correspondence and special studies.
- Respond to difficult citizen inquiries and complaints.
- Supervise and participate in the preparation and administration of the Section budget.
- Select, supervise, train and evaluate technical and professional subordinates.

QUALIFICATIONS**Knowledge of:**

- Principles and practices of civil engineering as applied to water systems and water utility management.
- Methods, materials, techniques and equipment used in the construction, operation and maintenance of a water utility.
- Applicable regulatory codes and laws related to the development, construction and operation of a water utility.
- Occupational hazards and safety precautions necessary in the work.
- Recent developments, current literature and sources of information regarding water utility engineering and operation.

- Principles and practices of Water Production and Water treatment.
- Principles and practices of organization, administration, budget, and personnel management.

Ability to:

- Plan and direct the activities of a large number of supervisory and skilled personnel.
- Work procedures and project priorities in a manner most conducive to the efficient operation of the water system.
- Understand and interpret engineering plans and work orders and to develop estimates therefrom.
- Supervise preparation of reports and maintenance of record systems.
- Work under emergency conditions and respond to calls any time during a 24 hour period.
- Select, supervise, train and evaluate subordinates.

Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be three years supervisory experience in the construction and/or maintenance and repair of water systems or the operation, production, and maintenance of water pumping, treatment and storage facilities and equipment.

Necessary Special Requirement

Possession of or ability to obtain an appropriate, valid California motor vehicle operator's license.

Possession of or ability to obtain within one year, a valid Water Treatment Facility Operator's Certificate of the appropriate grade issued by the California State Department of Public Health; a valid Water Distribution Certificate of the appropriate grade issued by AWWA; a Backflow Tester's Certificate issued by the Riverside County Health Department.

Medical Examination Category: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Utilities Water Systems Operations Manager

TO: